PERFORMANCE MEASUREMENT FORM – "TIPS & TRICKS"

Limitations: The performance measurement form is designed in MS Excel and is limited by the functionality of Excel. This form uses cell protection primarily to limit the page width and length for printing purposes. If individual cells have more information pasted in them, LFD will reformat them to allow some rows to expand or contract when needed as long as the over-all length of the report is limited to 1 page printed both sides.

Naming Convention: It is extremely important that each form is properly named to enable numeric sorting and filing. The forms must be named with the, agency number a "dash" followed by the program number. For example; the correct file name for the Department of Revenue – Liquor Control Board would be 5801-03. This number must also be entered in the Agency/Program # cell on the form (cell L2), the worksheet tab, as well as the file name.

For instances where the goal or initiative is at the agency level for all programs, use the 4 digit agency number then dash then 00, such as 5801-00.

For instances where a program has more than one goal, use 5801-03-G1 for goal 1 and 5801-03-G2 for goal 2.

For instances where a program has more than one initiative, use 5801-03-I1 for initiative 1 and 5801-03-I2 for initiative 2.

Worksheet Editing: Cells that are not protected will allow the user to enter data only.

Copy/Paste:
In order to paste data into an unprotected cell:
- copy the information from another spreadsheet, MS Word etc.
- select the cell you want the information pasted
- click in the formula bar and paste the information directly into the formula bar

Users can use the keyboard shortcut, "ctrl + c" to copy, and "ctrl + v" to paste

You may also select your information and use the "right click" and select copy/paste as needed.

Direct Edits:
If you are typing directly into a cell and you want to force data to another line, you must use "Alt + Enter" in the Excel formula bar.

Spell Check:
When Excel worksheets are "Protected", many of the standard tools are disabled. Spell-check is one of them. If you want to use spell-check you will have to copy your info into Word, use spell-check, then paste any changes back to Excel.

Data Limitations:
Excel will allow over 13,000 characters in a cell. However it will only retain formatting, line breaks, spacing etc for the first 1,000 characters. Any spacing or other formatting will have to be manual beyond the 1,000 characters.

LFD Performance Measurement Form: LFD will pre-load several of the top cells as described during the training. Any cells that the agencies do not need to enter data in will be protected and not allow edits. Agencies will receive the form via a project-specific email account, "LEG LFD Performance Monitor". For process control purposes, it is important that you use the specified email account when you return your Performance Measurement form to LFD.

Email Subject: It is very important that your "agency–program" number that is located in cell L2 of your form and on the worksheet tab be pasted in the subject box of the email.

Email Attachment: Each Performance Measurement form that is completed will need to be sent as an attachment in the same manner as you received it.